

TGMI Steering Committee Meeting Agenda

Date: Monday, October 22, 2018

Time: 1:00 – 2:00

Location: TN Tower, 17th Floor, Conference Room B /WebEx

Call to Order - Welcome: Julie Brindle

The regular meeting of the TGMI Steering Committee was called to order at 1:05 PM.

Attendance

Committee Member	Member Name (Class Year)	Voting Member	Present	Phone/ WebEx
Chair	Julie Brindle (2013)	Yes	x	
Vice-Chair	Cynthia Taylor (2008-I)	Yes		
Past Chair	Marcus Dodson (2014)	Yes		x
Past Class President	Neru Gobin (2016)	Yes		
Past Class Member	Sherron Brown (2016)	Yes		x
Present Class President	Kaycee Wolf (2017)	Yes		x
Present Class Member	Seannalyn Brandmeir (2017)	Yes	x	
Member At-Large (1st Year)	Carla R. Farris (2006)	Yes		
Member At-Large (1st Year)	Scotty Sorrells (2008-I)	Yes		x
Member At-Large (2nd Year)	Nneka Norman-Gordon (2012)	Yes		x
Member At-Large (2nd Year)	Michelle Hamblin (2015)	Yes		x
DOHR Ex-Officio	Trish Holliday (2008-I)	No		
DOHR Representative	Steve Chester (2015)	No		
2018 Class President/Steering Committee Rep	Hillary Knudson	1-1-19		x
2018 Class Reporter/Steering Committee Rep	Mary Laphen	1-1-19		
2018 Class Reporter/Steering Committee Rep	Amanda Klafehn	1-1-19		
Charter Committee Member	April Romero (2008-I)	No		
Visitor	Michelle Smith (2013)	No		x
Visitor	Tresa Jones (2009)	No		x

Quorum: Yes

Secretary Report - Kaycee Wolf

The September minutes were approved on 9/12/18 (Motion by Seannalyn Brandmeir and second by Michelle Hamblin).

Treasurer's Report - Carla Farris

Previous Balance 9/11/18: \$521.17
Withdrawals/Debits: 0
Deposits/Credits: 0
Balance on 10/22/18: \$521.17

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BUSINESS

Voting for 2019 Vice-Chair and Members-at-Large (Monday, October 22nd through Friday, November 2nd at 5:00 pm.) – The election email went out today.

TGL Conference (October 30th):

- Facilitators for tables (Let me know by Tuesday, October 23rd.)
 - There was a brief tutorial today. Let Julie know and she can share what she learned today.
- Door Prize/Basket from TGMI
 - TGEI has a basket, and it would be nice to have one from TGMI.
 - Julie wants to talk to Carla about a possible donation of two tickets to musician's hall of fame. Kaycee suggested taking a donation from steering committee member to do a "night-out" package to go with the hall of fame tickets.
- There are close to 500 participants registered to attend.

By-Laws voting during Holiday Breakfast

- Earlier in the year there was a discussion of bylaw changes to include attendance requirements for committee members. Those will need to be approved at the Holiday Breakfast.

Williamson County Career Quest

- If you are interested, make sure you email stephen.reksten@tn.gov if you want to attend.

Community Service - Seannalyn Brandmeir

Second Harvest Volunteer Event (October 2nd) –Thank you!

- Seven participants volunteered in the produce sorting.
- 5,720 lbs of produce sorted!

Speaking at Annual Breakfast

- Able to do the can drive again this year and someone will come speak about the impact of the TGMI drive for Second Harvest.
- We will need volunteers to take the cans to Second Harvest.

Business Events - Michelle Hamblin

TGMI Holiday Breakfast Update:

- Michelle sent out an email providing information about the Sub-Committee Meeting.

Macel will share a few words. He would like for Trent Clagg, Ehren Green and Patrick Mills to accompany him (all had a role in TGMI this year). Cost?

- The guest food cost is \$12.75/person. If added four more people then looking at a total cost cover of \$89.24.
- If paying for the original three (Commissioner Hunter, Trish Holliday, Macel Ely) then need 14 attendees.
- Would need 21 attendees to cover the cost of everyone with a proposed ticket price of \$20/person.
 - Kaycee made a motion to cover all the extra guest.
 - Seanna second.
 - Approved by majority of committee present.

The TGMI Annual Meeting/Holiday Breakfast Sub-Committee met on 09/25/18 to identify volunteer opportunities and identify volunteers. Angela Barbour is the point person for door prizes. If any

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Steering Committee member can secure a door prize, please follow up with Angela so that she can keep all door prizes organized. Angela's email: angela.barbour@tn.gov . Please cc Michelle and Julie when email Angela.

- Goal is a minimum of 15 door prize.
 - But quality over quantity.
- Marcus and Seanna can help pass out door prizes with Michelle Smith.

Marcus: There are class signs made up for class of 2020.

Lipscomb Catering has been secured, and the contract has been initiated with Carla. Linda Cone has agreed to assist with providing decorations. Melvin has agreed to do our blessing and words of inspiration again this year. Julie has agreed to sing for us.

Julie and Cindy are working on our program/agenda. Carla is creating a flyer. Carla is also securing the plaque.

Typically, the committee takes the roster from those that register and make name tags from those. Michelle needs a volunteer to make nametags. Marcus believes Carla has the nametags from last year. He will get with Carla to see how many leftover tags we have.

Communications/Marketing – Julie Brindle & Cindy Taylor: program/agenda; Carla Farris – flyer

Photography – Tresa Jones

Community Service

- Count – Jason Seay and Seannalyn Brandmeir
- Deliver to Second Harvest – Samantha West; Pansy Leech; Jason Seay; Nneka Norman-Gordon

Seanna will ask about laptop checkout for the room to use for presentation and sound.

Question: Do we want table cloths for the tables where folks will be eating at?

We would have to purchase them on our own.

Sherron volunteered to get table cloths and will get number once we close registration.

Vote on cost (last year \$20) and pass on the Eventbrite costs. Additionally, we need to get the event loaded in Eventbrite and begin spreading the word as soon as possible!

- Kaycee made motion to keep cost at \$20 and pass on Eventbrite costs to participants. Marcus second.
- Motion passed by a majority of committee members present.
- Carla and Marcus will get the event loaded into Eventbrite.

Please pass along any suggestions to Michelle if you have them. Help spread the word once the invite goes out.

Sherron: Will there be updates like last year? If you are a chair of a subcommittee, then you will get your year-end report to Julie and will put the reports on tables for people to review during the breakfast.

Will need three-days' notice for final numbers for food so registration will close on November 26.

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Social Events - Nneka Norman-Gordon

No report.

Charter Committee - April Romero

2019 Elections (Vice-Chair and Members-at-Large)

Communications - Cyndi Taylor

No report

Education Development - Sherron Brown

Lunch and Learn

When: November 14, 2018

Speaker: Shiri Anderson, President of the Tennessee Chapter of the American Society for Public Administration

Topic: The Impact of Leadership During Change

Adjournment

The meeting was adjourned at 1:42 PM by Julie Brindle. The next meeting is scheduled for Tuesday, November 13th.